



EARLY CHILDHOOD SERVICES BUREAU

The mission of the Early Childhood Services Bureau is to improve the quality, affordability and accessibility of early care and education in Montana, with focused efforts on coordinated systems to best meet the needs of young children, their families, and the professionals who work on behalf of young children and families.

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Child and Adult Care Food Program

Winter, 2016

Training Plans for the New CACFP Meal Pattern

To comply with the new CACFP Meal Pattern beginning October 1, 2017, the State agency is planning the following training activities for CACFP-participating centers, sponsors and providers:

*Module 1 in the 2017 CACFP Director's Training introduces the new pattern.

*In February, a WebEx training for Sponsors to discuss the new pattern.

*Communication with Minute Menu on behalf of Sponsors to update the software to meet the new requirements.

*Information will be included in regular quarterly conference calls with CACFP participant groups

*Information will be delivered to Head Start Health Coordinators in March.

*Two full day in-person trainings in May, one in Helena and one in Billings, are being planned for all participants. These will be led by a professional trainer from the Institute of Child Nutrition, USDA Food and Nutrition Service.

*On-line materials and resources will be featured on the CACFP website in "What's New?" as these items become available.

FY2017 Director's Training Starts in January!

Annual CACFP Center Director's Training will begin in January, 2017, and will continue through May. All CACFP centers were sent a letter with their assigned training month and the individual requested to take the training on behalf of the institution. If you did not receive a letter, please contact the State agency immediately to find out your training month. All future correspondence about the training will be sent via e-mail, please make sure you check your messages!

A CACFP Staffing Change.....

Diane Edgar's last day with our CACFP is December 23, 2016. She has taken a new job which will bring new opportunities for her. Diane has been our CACFP Administrative Assistant since February 2011. During that time, she has been the pilot of the program. She was attentive to each communication, claim, problem and task. She contributed significantly to the building of our CACFP Production application and claims system, the CACFP website, and this newsletter as well. She will be greatly missed. We wish her the very best for her future.



Have You Completed Annual Civil Rights Training?



Civil rights regulations ensure that benefits of the CACFP are made available to all eligible people. This includes making every effort in recruitment and enrollment procedures to allow equal participation by all eligible persons regardless of race, color, national origin, sex, age or disability.

Annual civil rights training is required so those involved in all levels of the CACFP understand civil rights related laws, regulations and proce-

dures. The State agency trains all participating institutions through a module in the annual director's training. Institutions then train 'frontline' and key staff who interact with program applicants or participants. All staff should be aware of how to handle a civil rights complaint and provide information to persons with Limited English Proficiency (LEP). New employees must be trained on civil rights requirements before participating in CACFP activities or within 30 days of hire.

Civil rights trainings on the CACFP website (under the Training tab) include basic civil rights, civil rights assurances, civil rights history in the CACFP and Limited English Proficiency. The Civil Rights Training Guide provides potential topics for annual civil rights staff training. Be sure to keep documentation of the training date, agenda, time, topic and sign in/out sheet on file for the current and past three fiscal years.

USDA Policy Updates

New USDA Policy Updates since our last newsletter include the following topics (link to memos is under "Resources" on the CACFP website):

- Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the CACFP
- Resources for Making Potable Water Available in Schools and Child Care Facilities
- 2016 Edition of the Eligibility Manual for School Meals
- Water Availability in the Child and Adult Care Food Program
- Crediting Tofu and Soy Yogurt Products in the School Meal Programs and the CACFP
- Taking Food Components Off-Site in the At-Risk Afterschool Component of the Child and Adult Care Food Program
- Feeding Infants and Meal Pattern Requirements in the CACFP
- Conducting Five-Day Reconciliation in CACFP
- Vegetable and Fruit Requirements in the CACFP
- Meal Service During Unanticipated School and Day Care Closures
- Clarifications: Funding Levels for FY2017 CACFP Audit Fund Allocation
- Updated Fiscal Year Reporting Timeline and Reporting Table
- Grain Requirements in the CACFP
- Q&A: Purchasing Goods and Services Using Cooperative Agreements, Agents, and Third-Party Services

CACFP On-Line Application Updates: A New Look

The CACFP Production website underwent an update earlier this year, and this impacts both online claim submissions and annual application updates for centers. Application updates are due each year no later than May 31, and can be started at any time prior to that date.

This year's update has a couple new elements, based on feedback we received from our federal USDA partners. For example, all institutions will need to declare whether they are "pricing" or "non-pricing" programs. Non-pricing programs have no separate charge for meals served at the child care. Pricing programs may charge separate meal fees for children who do not qualify at the free rate of reimbursement. However, this option requires additional paperwork to be submitted with the application update as well as additional records to be kept at the facility. The Meals portion of the application update has additional information about both options. You will be required to choose either the pricing or non-pricing option and accept the accompanying certification on that page.



Another change is part of the Business Documentation Section of the application. All institutions will be required to list by name all publicly funded programs they have participated in within the past seven years. For smaller centers, it is likely this list will only include the Child and Adult Care Food Program. However, larger centers or those with additional federal funding will likely have other sources of publicly funded programs to include.

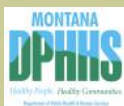
Each year's update has included a declaration of meals to be claimed and starting times for each of those meals. An addition to the update this year is a place to note alternate meal schedules, such as for half days of operation or other special circumstances. There is an option to mark this section as not applicable. Please remember when completing this section that meal times listed are when meals are expected to be served. If meal times drastically differ from the application during a State agency review of meal service, it may be cause for corrective action.

Certifications throughout the application need to be updated each year, and there are some new certifications this year as well. One is an agreement to comply with food safety regulations, and another is an agreement to comply with procurement rules in the use of federal funds. Procurement consists of the guidelines for the purchase of food, supplies, equipment, and other items used as part of food service, and it's a relatively new topic for the CACFP. The standards of procurement are designed to ensure that materials and services are obtained efficiently, economically, and in compliance with CACFP and USDA regulations.

Application updates are available to be started at any time and can be accessed on the same website as used for online claim submission (<https://webapp.hhs.mt.gov/cacfp/login>). As always, if you have any questions while completing your annual application update, please contact the State agency for clarification.

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WELCOME NEW CENTERS!

RISE, Livingston
Fundamentals Preschool, Helena



A Helpful Resource.....

Are you familiar with the Ellyn Satter Institute (ESI) and the division of responsibility in feeding? The CACFP supports ESI models in our CACFP policies (MT CACFP 2015-1). You can read about these models and sign up for online newsletters at

www.ellynsatterinstitute.org.



CACFP Meal Count Totals ***Federal Fiscal Year 2016, 4th QUARTER***

441,230	Breakfasts
514,590	Lunches
80,163	Suppers
586,274	Snacks
1,622,257	Total Meals and Snacks Served!

The USDA is an equal opportunity provider . To file a complaint of discrimination, write:

United States Department of Agriculture
Office of the Assistant Secretary for Civil Rights
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